

## **Electronic SUA Structure and Procedures**

### **Electronic SUA structure**

The NOAA Electronic SUA system is built on a web page interface on the front with a Sequel database on the backend. The system resides on a common computer which also houses the SARSAT registration software and the NOAA Direct Readout user database and has e-mail send and receive capabilities.

### **System Operation**

The system will import electronic agreements in XML format as e-mail attachments. The e-mails will be sent from CLS/SAI [argos-sua-manager@cls.fr](mailto:argos-sua-manager@cls.fr) to a set NOAA address [argosua@noaa.gov](mailto:argosua@noaa.gov). Agreements will be received on the e-mail router on the SUA system. The attachments will be picked up by the front end and parsed into an SQL data base. The front end will place a new record on the main web interface for public viewing. SUAs received will be posted on public web page with the following information, a unique CLS/SAI data base reference number, date the application was received, and status of the approval process. The displayed information is purposely generic to minimize confidentiality concerns for the users. The received date and reference number will not change once they are set. The status section will update as the SUA move through the approval process. The status section may read under review N of N+1, where N can be 1-4 and N+1 can be 2-5. There is a maximum of 5 levels of review in the system. It is not anticipated that all five levels will be necessary for the majority of users but for those application areas that fall outside of the Argos core users.

### **Assigned Approvers**

Level 1 Argos Management Team member – Initial check in and review

Level 2 DST Team Lead – review of normal SUA

Level 3 DSD Division Chief – Decision level of Normal SUAs

Level 4 OSDPD Director – Final Decision level for all SUAs

Level 5 unassigned

Super User Argos Program Manager – system administration and account management

### **Review Strategies**

There are two basic review strategies that will be employed in the review process. First is the normal review for agreements that are renewals, government users, and environmental applications. In these cases the agreements will be set to 3 levels of review for approval by the DSD Chief. The second strategy is for non environmental

user or application requiring additional review (Ex. Vessel Monitoring). In these cases the SUA will be assigned 4 levels of review and require the OSDPD Directors approval.

## **Processing Steps**

Once an SUA enters the system the following steps will be followed in the electronic approval process.

1. Level 1 approver reviews the initial SUA information to ensure the application is complete.
2. Level 1 approver sets the number approval levels
3. Level 1 approver assigns a recommendation for the agreement, either approved, disapprove, pending, or purged to DSD Coordinator. There is a comment section to capture pertinent information about the recommendation that can be viewed throughout the approval process.
4. The public web site will show an update for the SUA under review based on the recommended action taken by the level 1 approver. If recommended for approval or disapproval the status will read at level 1 of N, where N is the number of level set by the level one approver. Regardless of the level 1 recommendation the final approval or disapproval will come from the DSD chief at level 2 or level 5.
5. If questions or information are required the level 1 approver will select pending and generate an e-mail to CLS/SAI and the displayed status will update to pending.
6. If an SUA is withdrawn or resubmitted by the agent CLS/SAI the old or withdrawn agreement will be purged to DSD Coordinator for removal from the system.
7. An e-mail is generated to notify the next appropriate reviewer that a new level 2 SUA is available.
8. In a 2 level review process the DSD approver would review the recommendation and comments of the level 1 approver and make one of the following options, Approve, disapprove, pending, or purged to the DSD coordinator.
9. An e-mail is generated to notify the next appropriate reviewer that a new level 3 SUA is available.
10. The Level 3 DSD Chief will approve, disapprove, or hold pending and provide comments. In a 3 level review the DSD Chief is the final approval authority.
11. An e-mail is generated to notify the next appropriate reviewer that a new level 4 SUA is available, or a final disposition e-mail is generated if the level 3 approver is the final authority.
12. The Level 4 approver is the OSDPD Director and the final authority for all SUA's. The level 4 approver decision will result in step 13.
13. When an SUA is given the final approval or disapproval an e-mail will be generate to the OPSCOM chairs, CLS and SAI, and other interested parties to notify the review process is complete.
14. The DSD coordinator will function as an administrator and has the ability to make recommendations at any level in the process plus purge SUA from the database.

The coordinator can not move SUA backwards in the process only forward. In case of a reviewer absence the coordinator can step in to allow the review process continue and minimize any process delays.

## **Summary**

The electronic SUA process is intended to reduce the paper and latency of the approval process. It allows for flexibility in the management of SUAs and a secure transfer route between the Argos user offices and NOAA. This policy can be change and adjusted as the implementation and system development continues and working procedures mature.